

## **WIB EXECUTIVE ADMINISTRATOR**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for the management and coordination of the functions of the thirty-one member Workforce Investment Board and the eighteen member Youth Council. The incumbent in this position interprets statutes and regulations and plans for the coordination of the activities of fifteen federally funded programs. The incumbent negotiates local and regional performance standards with the State Department of Labor and closely monitors services provided by federally funded agencies to ensure quality, customer satisfaction, and continuous improvement. Supervision is exercised over a WIB Monitor and a WIB Planner. General direction is received from the Director of Administrative Services.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Establishes and manages fiscal, monitoring, and reporting processes which insure that the receipt and disbursement of WIA funds are in compliance with Federal, State, and Local regulations. Works with business and community leaders, educators, and Federal, State, and Local government representatives to develop a comprehensive workforce development system. Provides oversight to the Workforce Development System and the One-Stop Center agencies. Develops the workforce area's strategic and operational plan in accordance with Federal, State, and Local regulations. Assures that the accomplishments of local workforce goals, objectives, and performance standards are consistent with those established by the governor. Establishes local career development centers and develops the process for selecting career development center operators and education, developmental, training and services contractors. Formulates procedures to produce specific job training programs to meet the needs of local career development centers and contractors providing education, developmental, and training services, directing corrective action when necessary. Evaluates and recommends Eligible Training Providers and Individual Training Accounts (ITA) to the WIB. Works with Federal, State, and Local auditors during the course of their monitoring and resolves any issues. Prepares and oversees division's budget. Monitors the budgets of the Workforce Development Program, the One-Stop Agencies, and various service providers.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Thorough knowledge of the Workforce Investment Act and all related Federal and State regulations.  
Knowledge of the regulatory compliance requirements accompanying Federal and State programs.  
Ability to plan, organize, and coordinate work of the Workforce Investment Board and subordinates.  
Ability to prepare and analyze reports in a systematic and effective manner and prepare necessary reports and recommendations.  
Ability to communicate effectively, to groups and individuals, both orally and in writing.  
Ability to maintain effective working relationships with members of the WIB, subordinates, public officials, private and public agencies, and community organizations.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four-year college with major course work in business, accounting, management, psychology, sociology, or related field and considerable experience in the administration of Federally and State funded programs with progressive supervisory experience; or any equivalent combination of training and experience.